

These guidelines replace the FY 2004/2005 *Literature Fellowships* guidelines for Translation Projects.

Literature Fellowships: Translation Projects, FY 2006



**NATIONAL ENDOWMENT FOR THE ARTS
APPLICATION GUIDELINES**

Application Calendar

Category	Application Postmark (or Other Proof of Mailing) Deadline	Earliest Announcement of Grant Award or Rejection	Earliest Beginning Date for Arts Endowment Period of Support
Translation Projects	January 10, 2005	October 2005	November 1, 2005

Late, ineligible, and incomplete applications will be rejected. We strongly recommend that you send material "return receipt requested." **Without proof of mailing from the delivery service, the Arts Endowment will not accept applications that are delayed or lost in the mail.**

In the event of a major emergency that affects a large number of applicants for an extended period of time (e.g., a multi-state power outage or a natural disaster such as a hurricane), the Chairman of the National Endowment for the Arts may decide to adjust application deadlines. If this occurs, it will be announced on the Arts Endowment's Web site.

The Arts Endowment will not accept any application material by electronic transmission (e.g., FAX or e-mail) unless such submission is requested by Arts Endowment staff.

Please do not seek information on the status of your application before the announcement date that is listed above.

If you have questions:

Visit: Our Web site at www.arts.gov to download these guidelines and for further information about the agency and funding opportunities.

Call: 202/682-5034



202/682-5496 Voice/T.T.Y. (Text-Telephone, a device for individuals who are deaf or hard-of-hearing)



Individuals who do not use conventional print may access these guidelines on the Web site or contact the Arts Endowment's Office for AccessAbility at 202/682-5532 for help in acquiring an audio recording of these guidelines.

Write: Literature Fellowships: Translation Projects
National Endowment for the Arts
1100 Pennsylvania Avenue, NW
Washington, DC 20506-0001

The National Endowment for the Arts continues to experience lengthy delays in the delivery of First-Class and Priority mail. In addition, contents are subject to an irradiation process that may damage material. See "How to Prepare and Submit an Application" for further information.

September 2004

From the Chairman

The National Endowment for the Arts is a public agency dedicated to supporting excellence in the arts – both new and established – bringing the arts to all Americans, and providing leadership in arts education. For nearly four decades, the Arts Endowment has encouraged creativity through support of performances, exhibitions, festivals, artist residencies, and educational programs throughout the country.

The National Endowment for the Arts is the nation's largest annual funder of the arts. In FY 2003, the Arts Endowment awarded nearly 2,000 grants totaling more than \$100 million to arts organizations and artists in all 50 states and the six U.S. jurisdictions. The Arts Endowment has played a transformative and sustaining role in the development of regional theater, opera, dance, orchestras, museums, and other arts - both contemporary and traditional - that Americans now enjoy.

Through Literature Translation Fellowships, the Arts Endowment encourages the translation of literary works from other languages into English. As literary translation facilitates the international exchange of poetry, fiction, belles-lettres, and drama between nations and peoples, it serves to unify and to make familiar that which is foreign. By supporting translation, therefore, the Arts Endowment encourages a dialogue between cultures, and provides opportunities for Americans to delve into their myriad backgrounds by exploring the identities of our neighbors from around the world.

The National Endowment for the Arts pledges to provide accurate, timely, and clear information about our policies and procedures. We will also strive to respond to inquiries in a courteous and efficient manner. By supporting exceptional programs, the Arts Endowment helps to ensure that America is a nation in which artistic excellence is celebrated, supported, and available to all.

Dana Gioia
Chairman

The National Endowment for the Arts

The National Endowment for the Arts is the largest annual funder of the arts in the United States. An independent federal agency, the National Endowment for the Arts is the official arts organization of the United States government.

The National Endowment for the Arts awards more than \$100 million annually – investing in every state – which in turn generates more than \$700 million in additional support. The Arts Endowment has played a transformative and sustaining role in the development of regional theater, opera, dance, orchestras, museums, and other arts – both contemporary and traditional – that Americans now enjoy.

Mission

The National Endowment for the Arts is a public agency dedicated to supporting excellence in the arts – both new and established – bringing the arts to all Americans, and providing leadership in arts education.

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Grant Program Description

Through fellowships to published translators of exceptional talent, the Arts Endowment supports projects that involve the specific translation of **prose**, **poetry**, or **drama** from other languages into English. For the past several years, Translation Projects have operated on a two-year cycle with fellowships in prose available one year and fellowships in poetry available the next. This year, prose, poetry, and drama all are eligible for translation.

We encourage translations of writers and of work which are insufficiently represented in English translation. All proposed projects must be for creative translations of published literary material into English. The work to be translated should be of interest for its literary excellence and value. Priority will be given to projects that involve work that has not yet been translated into English.

Competition for fellowships is extremely rigorous. Potential applicants should consider carefully whether their work will be competitive at the national level.

We Do Not Fund

- Individuals who previously have received *two or more* Creative Writing or Translation Fellowships from the National Endowment for the Arts.
- Individuals who have received *any* Creative Writing or Translation Fellowship from the National Endowment for the Arts within the ten years prior to the application deadline.
- Scholarly writing. (Writers who are engaged in scholarly work should contact the National Endowment for the Humanities.)
- Vanity publication or self-publication.
- Work toward academic degrees.

Deadline and Announcement Dates

Applications will be accepted between December 1, 2004, and January 10, 2005. Do not send applications before December 1, 2004. Complete application packages must be postmarked (or show other proof of mailing) no later than January 10, 2005. Do not expect notification of awards and rejections before late October 2005. The Arts Endowment's support of a project may begin any time between November 1, 2005, and November 1, 2006, and extend for up to two years.

Award Information

Grant Amount

Grants are for \$10,000 or \$20,000, depending upon the artistic excellence and merit of the project.

Applicant Eligibility

Individual translators who meet the publication requirements that are listed below are eligible to apply. Applicants must be citizens or permanent residents of the United States. See "How to Prepare and Submit an Application" for the documentation that is required to demonstrate eligibility. Ineligible applications will be rejected.

An individual may submit only one application for FY 2006 funding. Multiple applications will be rejected. You may not apply for both a Translation Project and a Creative Writing Fellowship in FY 2006. (The FY 2006/2007 *Creative Writing Fellowships* guidelines should be available in January 2005. The FY 2006 application deadline for prose is March 1, 2005; the FY 2007 application deadline for poetry is March 1, 2006. See *Creative Writing Fellowships* for more information.)

You are not eligible to apply if you have received two or more Creative Writing or Translation Fellowships (in poetry, fiction, creative nonfiction, belles-lettres, or for translation) from the National Endowment for the Arts. In addition, you may not apply in Translation if you have received any Arts Endowment Creative Writing or Translation Fellowship since October 1, 1996 (FY 1997).

Former grantees must have submitted acceptable Final Report packages by the due date(s) for all Arts Endowment grant(s) previously received.

You are eligible to apply if you, alone or in collaboration, have:

- Published a translation into English of a novel or a volume of 48 or more pages of fiction or poetry, or a book-length translation of a work of literary merit; *or*
- Published a total of 48 pages of translations of creative literature into English in literary magazines, anthologies, or books; *or*
- Translated into English at least one full-length play that has been produced by a professional theater company.

This publication or production must have taken place between **January 1, 1990**, and **January 10, 2005**.

Applicants may use on-line publications to establish up to fifty percent of their eligibility, provided that such publications have competitive selection processes and stated editorial policies.

You may not use vanity press publication or self-publication to meet the eligibility requirements. For the purposes of this category, a vanity press is defined as one that does any of the following: requires individual writers to pay for part or all of the publication costs; asks writers to buy or sell copies of the publication; publishes the work of anyone who subscribes to the publication or joins the organization through membership fees; publishes the work of anyone who buys an advertisement in the publication; or publishes work without competitive selection.

Copyright Information

You must have the rights secured to translate the work that is specified in your application by the application deadline. See item 3(e) in “How to Prepare and Submit an Application.”

How to Prepare and Submit an Application

These application guidelines provide all of the information that you need to submit an application.

For your application to be considered complete, all items (including the required number of copies) must be included in your application package, which must be postmarked (or show other proof of mailing) no later than January 10, 2005. Applications that are determined to be incomplete will be rejected. Use the Application Checklist to make sure that you include all required material in your package. You do not need to include the checklist in your application package.

Please follow carefully the instructions below. It is each applicant's responsibility to make certain that his or her application package is complete and accurate. We are unable to contact you in case of omissions or inconsistencies in your submission.

Please submit material in the order and format that is noted below. Keep copies of everything that you send.

1. Application Acknowledgment Card and Application Checklist

Self-address a postcard of your own and include it as the first item in your application package. The Arts Endowment will complete the postcard, apply postage, and return it to you to acknowledge receipt of your application.

Also complete the Application Checklist to make sure that all required material has been included in your package. This checklist is for your own use. You do not need to include it in your application package.

2. Application Form

Complete and submit the **original** (i.e., a set with an original signature) and **two copies** of the Individual Application Form. Instructions for those items that require explanation are on the form or immediately following the form. When you photocopy your two copies of the completed Application Form, be sure to copy only the form and not the instructions.

Application forms that can be filled out on a computer are available in the Literature Fellowships section of Grants on our Web site at www.arts.gov/grants. Application forms also may be reproduced on a computer, but they must be identical replicas of the actual forms. Do not add pages. All completed application forms must be mailed to the Arts Endowment in hard copy format as part of the application package.

3. Supporting Material

Submit your supporting material in the order and format noted below. Label each item and place your name at the top of each page.

Your application package must include:

- a. **Four copies** of your resume or a narrative account of your education and experience (not to exceed three pages). Indicate any time that you spent in the country of the language to be translated and any previous cooperation (or commitment for future cooperation) with the author(s) of the original work, or other relevant information.

If the proposed project is a collaboration include **four copies** of the collaborator's resume or a brief narrative of credentials (three-page maximum). **Include also one copy of a co-signed statement of agreement that specifies the collaborator's role and the recognition he or she will receive for the project.**

- b. **Four copies** of a brief resume or biographical information for the author(s) of the work that you wish to translate (two-page maximum).
- c. **Four copies** of a brief description of the work that you wish to translate (two-page maximum). Indicate its scope, importance, and place in the author's works; and explain why you selected this author and this work. List the existing English translations of the author's work and indicate whether the author has been translated into any languages other than English. Whenever possible, cite reviews of the original work.
- d. If the proposed project is a retranslation, **four copies** of a statement justifying the need for a new translation (two-page maximum). Please include specific examples from the proposed project.
- e. **One copy** of verification of rights in the form of: 1) a photocopy of the copyright notice for the original work; and 2) a photocopy of a document of consent for translation that has been signed by the holder of the copyright, or verification that the material to be translated is in the public domain.

4. Manuscript Material

Your application package must include **nine copies**, clearly reproduced, of a sample of **10-15 typescript pages** of your translation. Your sample must be drawn from the same body of work that you propose to translate during the grant period.

For collaborative projects, your sample must be prepared by the collaborative team. All other samples must be independent work of the translator.

Manuscript material must be legible, clearly reproduced, and properly collated.

“Typescript” means material that has been produced by a typewriter or a “letter quality” printer. Clear photocopies of this typescript material are acceptable, but do not send onionskin copies. **Photocopies from books or magazines will not be accepted.** All paper should be 8-1/2” x 11”; do not use legal-sized paper. Use a 12 point or larger font. Write your name and the page number in the upper right corner of each page; **staple each copy.** Do not submit manuscripts in folders or binders. Do not crowd pages. Do not submit more than the maximum number of pages that are allowed; excess pages will be removed.

Include **nine copies**, clearly reproduced, of those portions of the original work which your sample translation renders. (This material may be clearly reproduced copies of the original publication.)

For retranslations, you must also include **nine copies** each, clearly reproduced and labeled, of at least one existing published translation of the approximate sample submitted.

For a novel, play, or an excerpt from another long work, also include **nine copies** of a one-page precis that places the manuscript sample in context.

Application material cannot be returned. Be sure to keep a copy of what you send.

5. Proof of Eligibility

Your application package **must** include proof of your eligibility. For each publication listed in #10 “Summary of Publications/Productions” on the application form, send one clearly reproduced copy of each of the following:

- a. Proof of publication (the title page or table of contents of the book or magazine). If a table of contents is used, highlight the page number on which your material begins.
- b. Date of publication (the copyright page or other page with the publication date).
- c. Proof of authorship (e.g., the front cover of a novel or a book of poems, the table of contents page, first or last page of translation with the translator’s name).
- d. If you are using the production of a play to establish your eligibility, proof that your translation of the play was produced by a professional theater company [e.g., playbill with date(s), promotional material].

Where applicable, highlight your name as it appears on any of the above.

These copies cannot be returned; do not send originals.

Complete application packages must be postmarked (or show other proof of mailing) no later than January 10, 2005.

Late and incomplete applications will be rejected. We strongly recommend that you send material "return receipt requested." Without proof of mailing from the delivery service, the Arts Endowment will not accept applications that are delayed or lost in delivery.

Label your application package as shown below and send it to:

Application Processing
Room 815
(Translation Projects)
National Endowment for the Arts
1100 Pennsylvania Avenue, NW
Washington, DC 20506-0001

Be sure to include a complete return address on your package.

The National Endowment for the Arts continues to experience lengthy delays in the delivery of First-Class mail. In addition, some or all of the First-Class and Priority mail we receive may be put through an irradiation process. Support material put through this process has been severely damaged. Until normal mail service resumes, please consider using a commercial delivery service, particularly if you are sending time-sensitive material.

Important Information About Translation Projects

The following are answers to some of the most commonly asked questions about Translation Projects.

1. In order to apply, you must meet the eligibility requirements by the deadline date. Commitments for future publication or production do not fulfill the requirements. **No exceptions are made to the eligibility requirements.**
2. You are not eligible to apply if you have received two or more Creative Writing or Translation Fellowships from the National Endowment for the Arts at any time in the past. In addition, you may not apply for a FY 2006 fellowship if you have received any Arts Endowment Creative Writing or Translation Fellowship since October 1, 1996 (FY 1997).

3. Only one application is eligible for FY 2006 funding. You may not apply for both a Translation Project and a Creative Writing Fellowship in FY 2006. (The FY 2006/2007 *Creative Writing Fellowships* guidelines should be available in January 2005. The FY 2006 application deadline for prose is March 1, 2005; the FY 2007 application deadline for poetry is March 1, 2006. See *Creative Writing Fellowships* for more information.)
4. We cannot accept joint applications. Translation Project fellowships are individual grants. However, you may use a translation project grant to work on a collaborative project, if your application so indicates. If you apply to work on a collaborative project, you must submit a statement of agreement that has been signed by you and your collaborator(s) and a manuscript of work by the collaborative team.
5. Projects must be for translations of published literary material from any language into English only.
6. The sample translation must be from the same body of work as the one you propose to translate during the grant period.
7. Absolutely no changes or additions to the project, resumes, or manuscript will be accepted once your application has been submitted.
8. Your manuscript and resume(s) will be evaluated up to the maximum number of pages allowed. Excess pages will be removed.
9. The Internal Revenue Code provides that the full amount of a fellowship grant is taxable to its recipient. If you have any questions about your own income tax liability, you should contact the Internal Revenue Service or your tax counsel.

Please read these guidelines thoroughly before you start to prepare your application package. Failure to follow the guideline instructions or to send a complete application package, with all required material under one cover, will mean that your application will be rejected. We are unable to contact you in case of omissions or inconsistencies in your submission.

If you have questions about your application, please contact the Literature staff at 202/682-5034.

APPLICATION FORMS

Instructions for Using Fill-in PDF Application Forms

The application forms are in fill-in PDF format. To access a PDF file, you will need the Adobe Acrobat Reader or Acrobat Approval software. The Acrobat Reader software is free and is available at Adobe's Web site at www.adobe.com. Acrobat Approval can be purchased through the Adobe Web site. **CAUTION: Please note that the free Adobe Acrobat Reader does not allow you to save your completed forms. You can save your completed forms if you use Acrobat Approval.**

If you are using the free Acrobat Reader: Before you start to fill out a form, please make sure that you have all the correct, final information available. You may wish to print the forms first, fill them out by hand, and ensure their accuracy before filling in the final forms on your computer. **As Adobe Acrobat Reader does not allow you to save the form once it is filled out,** you will be unable to go back and retrieve or edit your information once you close the window containing the forms. You must print out the forms before you close the window or you will lose the information that you have entered. With multi-page documents, you may want to proofread and print each page as you complete it.

If you are using Acrobat Approval: You can save, close, and reopen a form as you would a conventional word processing document.

Please note that currently there is no computer-generated computation, validation, or verification of the information that you enter. Form fields simply allow you to type in information; you must ensure it is correct.

To complete the forms:

1. If your cursor is not already in the shape of a "hand," select the "hand" tool from the Acrobat toolbar menu. This will allow you to move the page around to see each portion.
2. Move the "hand" pointer over a form box on the document. The "hand" should turn into an "I-beam." The "I-beam" signifies a "fill-in" section of the form. Click inside the box. You can now type into the box. When the pointer hovers over a check box, button, or item list, it will turn into a hand with one finger pointing. This means you can select the item.
3. Fill out the form by typing text into the appropriate areas and by checking boxes where needed. (Boxes can be checked either by clicking on the box with your mouse or by tabbing into the box and hitting the "enter" key.)
4. To move from field to field, use the Tab key. Shift + Tab will move you to the previous field.
5. Print the form using the "print" icon in the Acrobat toolbar menu, not the print icon or command in your Web browser. If you print using your Web browser's print command instead of the Acrobat command, the contents of the fields might not print properly.

6. Check the printed forms very carefully for any errors, fields that did not print, or omissions. You may go back and make changes to any of the fields in your open document and then reprint it.

Literature Fellowship Application
Individual Application

Read the
instructions that
follow this form
before you start.

OMB No. 3135-0112
Expires 02/28/05

This is 12 point type; use type at least this large when completing this form.

Is this your first application to the Arts Endowment? ☐ No ☐ Yes

If no, please check here if your name or permanent address has changed since your last application: ☐

Have you received an Arts Endowment grant before? ☐ No ☐ Yes

1. Legal Name: ☐ Mr. ☐ Ms. First: Last:

If applicable, Pen Name: ☐ Mr. ☐ Ms. First: Last:

2. Permanent Address: Present Address:

ZIP Code (9-digit number):

ZIP Code (9-digit number):

3. Category under which support is requested:

Translation Projects (5211-12) (check one):

☐ Prose ☐ Drama

☐ Poetry

The project is a (check if applicable): ☐ Collaboration ☐ Retranslation

Specify language:

4. Period of Support (e.g., 11/01/05 to 03/31/07): / / to: / /

5. Birth Date (use 2-digit numerals): / /

6. U.S. Citizenship: ☐ Yes ☐ No If Permanent Resident, Visa #:

7. Present Employment

Employer:

Position/Occupation:

8. Certification

I certify that the information contained in this application, including all attachments and supporting material, is true and correct to the best of my knowledge. I also certify that I am in compliance with the federal requirements specified under "Assurance of Compliance."

☐ Mr. ☐ Ms. First: Last:

Signature (must agree with legal name in #1): Date: / /

Day Telephone: () ext. Evening Telephone: ()

E-mail: Fax: ()



The following items on the form may require clarification.

1. **Name:** Applicants using pen names must list their legal name first on the application. All transactions with the Arts Endowment must be made using the legal name.
2. **Address:** Correspondence concerning the application process will be sent to your "Present Address." Notice of fellowship award or rejection will be sent to your "Permanent Address." You must notify us of any change in either address. If you do not know your 9-digit ZIP Code (also known as "ZIP + 4 Code") you may look it up at <http://www.usps.com/zip4/>.
3. **Category Under Which Support is Requested:** Choose prose, poetry, or drama. Note if this is a collaborative project or a retranslation. Specify the language of the work to be translated.
4. **Period of Support:** Your fellowship must be scheduled to begin between November 1, 2005, and November 1, 2006, and may extend up to two years.

Literature Fellowship Application
Individual Application (continued)

Read the
instructions that
follow this form
before you start.

OMB No. 3135-0112
Expires 02/28/05

This is 12 point type; use type at least this large when completing this form.

Applicant (legal name):

9. Description of Fellowship Activity: Complete in the space that is provided. Do not continue on additional pages.

10. Summary of Publications/Productions to document your eligibility. Attach one additional sheet if necessary.

TITLES (UNDERLINE TITLES)

NAME OF MAGAZINE, PRESS, OR PRODUCING COMPANY
(INCLUDE CITY & STATE)

PUBLICATION/PRODUCTION DATE(S)
AND THE # OF PAGES

11. Education:

NAME OF INSTITUTION

MAJOR AREA OF STUDY

INCLUSIVE DATES

DEGREE

12. Fellowships or grants previously awarded:

NAME OF AWARD

AREA OF STUDY

INCLUSIVE DATES

AMOUNT

13. Prizes/Honors received:

14. Membership/professional societies:



The following items on the form may require clarification.

9. Description of Fellowship Activity: Briefly describe the proposed project including author(s), title(s), language, and length of material. In addition, explain why it is important that the work be translated. Complete in the space that is provided. Do not continue on additional pages.

10. Summary of Publications/Productions to document your eligibility: In the space that is provided, list the specific published translations into English that establish your eligibility. (See “Eligibility.”) Note the titles, authors, publishers, publication dates, and the number of pages which you translated in each publication. Please underline the titles of books or plays. One additional page may be attached.

If your eligibility is based on the production of your translation of at least one full-length play, note the title, author, producing company, location, and dates for each production.

Literature Fellowship Application

Application Checklist

For your application to be considered complete, all items must be included in your application package, which must be postmarked (or show other proof of mailing) no later than January 10, 2005. Applications that are determined to be incomplete will be rejected. Please complete the checklist below to make sure that all required material has been included in your application package. This is solely for your own use. This checklist does NOT need to be included in your application package.

TRANSLATION PROJECTS

- ☐ Self-addressed postcard
- ☐ Individual Application Form (one set with an original signature and two copies)
- ☐ Applicant's Resume/Narrative (4 copies)

If a collaboration:

- ☐ Collaborator's Resume (4 copies)
- ☐ Co-signed Statement of Agreement (one copy)
- ☐ Resume of Author(s) to be translated (4 copies)
- ☐ Description of work to be translated (4 copies)
- ☐ If a retranslation, justification of need (4 copies)
- ☐ Verification of rights (one copy)

Manuscript Material:

- ☐ 10-15 page sample of your translation (9 copies)
- ☐ Original work which your sample translation renders (9 copies)
- ☐ For retranslations, at least one existing translation of above sample (9 copies)
- ☐ For an excerpt from a novel, play, or other long work, one-page precis (9 copies)
- ☐ Proof of Eligibility for each publication listed (one copy)
 - ☐ If the production of a play is used to establish eligibility, proof that your translation of the play was produced by a professional theater company

SEND YOUR APPLICATION PACKAGE TO:

Application Processing
Room 815
(Translation Projects)
National Endowment for the Arts
1100 Pennsylvania Avenue, NW
Washington, DC 20506-0001

Application Review

Review Criteria

In reviewing applications for Translation Projects, advisory panelists consider primarily the:

- **Artistic excellence** of the:
 - Sample translation submitted.
 - Work to be translated.

Panelists also consider the:

- **Artistic merit** of the proposed project, which includes the:
 - Importance of the proposed project.
 - Extent to which the language, the author, and the specific work are not represented adequately in English translation.
 - Applicant's ability to carry out the proposed project as demonstrated by:
 - Proficiency in the language to be translated and familiarity with the culture.
 - Knowledge of and/or cooperation with the author(s) whose work will be translated.
 - Significance of the author(s) and/or the original work(s).
 - For collaborative projects, collaborators' ability to work together as exemplified by the sample manuscript that has been submitted.

What Happens to Your Application

Applications are evaluated according to the review criteria as set forth in these guidelines.

After processing by Arts Endowment staff, applications are reviewed, in closed session, by advisory panelists in the literature field. Each literature panel comprises a diverse group of arts experts and at least one knowledgeable layperson. Panel membership rotates regularly. Panel recommendations are forwarded to the National Council on the Arts, which then makes recommendations to the Chairman of the National Endowment for the Arts. The Chairman reviews the Council's recommendations and makes the final decision on all grant awards. Applicants are then notified of funding decisions.

Applicants are welcome to attend meetings of the National Council on the Arts and open policy sessions of advisory panel meetings.

Award Administration

Award Notices

Grant decisions for the *Literature Fellowships: Translation Projects* category are expected to be announced in October 2005. Note that "announcement" will take the form of a letter.

General Terms & Conditions

Federal and agency requirements that relate to grants awarded by the National Endowment for the Arts are highlighted in our *General Terms & Conditions*, which is available in the Grants section on the Arts Endowment's Web site at www.arts.gov/grants. Included is information on reporting requirements and lobbying prohibitions.

Assurance of Compliance

By signing the application form, the Applicant certifies that he or she is in compliance with the statutes outlined below and all related Arts Endowment regulations and will maintain records and submit the reports that are necessary to determine compliance.

1. Nondiscrimination Statutes

The Applicant certifies that he or she does not discriminate:

- On the grounds of race, color, or national origin (including limited English proficiency), in accordance with **Title VI of the Civil Rights Act of 1964**, as amended (42 U.S.C. 2000d et seq.).
- On the grounds of disability, in accordance with **Section 504 of the Rehabilitation Act of 1973** (29 U.S.C. 794) and the **Americans with Disabilities Act of 1990** ("ADA") (42 U.S.C. 12101-12213). The ADA's requirements apply regardless of whether you receive federal funds.
- On the basis of age, in accordance with the **Age Discrimination Act of 1975** (42 U.S.C. 6101 et seq.).
- On the basis of sex, in any education program or activity, in accordance with **Title IX of the Education Amendments of 1972** (20 U.S.C. 1681 et seq.).

For further information and copies of the nondiscrimination regulations identified above, contact the Arts Endowment's Office of Civil Rights at 202/682-5454 or

202/682-5695 Voice/T.T.Y. For inquiries about limited English proficiency, go to <http://www.lep.gov> or contact the Office of General Counsel at ogc@arts.endow.gov or 202/682-5418.

2. **Regulations relating to Debarment and Suspension** (45 C.F.R. pt. 1154) in which the Applicant certifies that he or she is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any federal department or agency, nor has, within the three years preceding the submission of this application, been convicted of or had a civil judgment rendered against him or her for commission of fraud or a criminal offense in connection with a public (federal, state, or local) transaction or a contract under a public transaction; for violation of federal or state antitrust statutes; for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; had any public transactions terminated for cause or default; or is presently indicted for or otherwise criminally or civilly charged by a governmental entity with any of the preceding offenses.
3. **Federal Debt Status** (OMB Circular A-129). The applicant certifies that he or she is not delinquent in the repayment of any federal debt, or if he or she is, provides explanatory information. Examples of relevant debt include student loans, delinquent payroll or other taxes, audit disallowances, and benefit overpayments.
4. **Labor Standards** (29 C.F.R. pt. 505). The applicant certifies that, if awarded a grant, he or she will comply with the labor standards set out in **Labor Standards on Projects or Productions Assisted by Grants from the National Endowments for the Arts and Humanities**.
5. **The Drug-Free Workplace Act of 1988** (41 U.S.C. 701 et seq. and 45 C.F.R. pt. 1154)

The Applicant certifies that:

- (a) **If awarded a grant, he or she will not engage in** the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any grant activity. (For the purposes of this Act, alcohol is not considered a controlled substance.)
- (b) **If convicted of a criminal drug offense** that is the result of a violation occurring during the conduct of any grant activity, he or she will report the conviction to the Arts Endowment's Grants & Contracts Officer, in writing, within ten calendar days of the conviction. This notice must include the grant number of each affected grant.

Agency Contacts

If you have questions about your application, please contact the Literature staff at 202/682-5034.

Other Information

Creative Writing Fellowships

Creative Writing Fellowships enable recipients to set aside time for writing, research, travel, and general career advancement. Non-matching grants are for \$20,000. This program operates on a two-year cycle with fellowships in prose available one year and fellowships in poetry available the next. The FY 2006 application deadline is March 1, 2005, for prose fellowships in fiction and creative nonfiction; the FY 2007 application deadline for poetry fellowships is March 1, 2006. The guidelines should be available in January 2005.

Standards for Service

The Arts Endowment has set the following standards for serving applicants. We pledge to:

- Treat you with courtesy and efficiency.
- Respond to inquiries and correspondence promptly.
- Provide clear and accurate information about our policies and procedures.
- Provide timely information about funding opportunities and make guidelines available promptly.
- Promptly acknowledge the receipt of your application.
- Ensure that all eligible applications are reviewed thoughtfully and fairly.

We welcome your comments on how we're meeting these standards. Please address them to: Standards for Service Coordinator; Room 628; National Endowment for the Arts; 1100 Pennsylvania Ave., NW; Washington, DC 20506-0001; phone: 202/682-5408; e-mail: webmgr@arts.endow.gov, attention: Standards for Service Coordinator.

For questions about these guidelines or your application, contact the Literature staff at 202/682-5034.

Reporting Burden

The public reporting burden for this collection of information is estimated at an average of 12 hours per response including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The Arts Endowment welcomes any suggestions that you might have on improving the guidelines and making them as easy to use as possible. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Office of Guidelines & Panel Operations, Room 516, National Endowment for the Arts, 1100 Pennsylvania Avenue, NW, Washington, DC 20506-0001. Note: Applicants are

not required to respond to the collection of information unless it displays a currently valid U.S. Office of Management and Budget (OMB) control number.